



Client Last Name

Client First Name

Caregiver Last Name

Caregiver First Name

Jun	Shift 1				Shift 2				Total Daily Hours*	Calendar Week Hours	COVID PROTOCOL			
	Service Type	Time In	Circle AM or PM	Time Out	Circle AM or PM	Service Type	Time In	Circle AM or PM			Time Out	Circle AM or PM	Initial each box	I wash my hands frequently during my shift and assist the client I am working with to do so.
1	Sat													
2	Sun													
3	Mon													
4	Tue													
5	Wed													
6	Thu													
7	Fri													
8	Sat													
9	Sun													
10	Mon													
11	Tue													
12	Wed													
13	Thu													
14	Fri													
15	Sat													
16	Sun													
17	Mon													
18	Tue													
19	Wed													
20	Thu													
21	Fri													
22	Sat													
23	Sun													
24	Mon													
25	Tue													
26	Wed													
27	Thu													
28	Fri													
29	Sat													
30	Sun													

Authorized Tasks														Adult Tasks Only		Respite	FAMILY INITIALS	
1-A	1-B	2	3	4	5	6	7	8	15	16	17	10	11	12	13			14
Locomotion In	Locomotion Out	Bed Mobility	Transfers	Eating	Toileting	Dressing	Personal Hygiene	Bathing	Walk in Room	Telephone Use	Skin Care/Foot Care	Meal Prep	House Work	Essential Shopping	Transportation	Medication Reminder		

Total Daily Hours in quarter hour increments only. (.00, .25, .50 or .75)

# of hours allocated to \_\_\_\_\_ is \_\_\_\_\_  
 \_\_\_\_\_ Service Type  
 # of hours allocated to \_\_\_\_\_ is \_\_\_\_\_  
 \_\_\_\_\_ Service Type

Caregiver Signature \_\_\_\_\_  
 Client/Family Signature \_\_\_\_\_

**Shift Log Fax:** 1-866-865-3583  
**Email:** timecard@sailsgroup.com  
**Mail:** 19730 64th Ave W, Ste 215, Lynnwood, WA 98036  
**Contact:** timecard@sailsgroup.com Phone: (425) 333-4114

Service Type Examples: Personal Care, Respite, Private Pay

**Monthly Schedules:** Please note that schedules for the month are due to the supervisor at least five business days before the month starts. Example: If you are working with a client in June 2024, please submit your entire June schedule by May 24, 2024 to your supervisor. This will help to ensure supervisors are aware of when staff are working, if we are within the amount of hours authorized by the state, and allow time to offer more services to the client/family or the caregiver before the month begins. Please note that clocking in and out of Therap is mandatory for EVV compliance. If your schedule changes, please alert your supervisor immediately so Therap is up to date and has a scheduled slot for you to clock in and out of.

**Shift Log:** Please note that your shift logs are due weekly. They should be sent directly to your supervisor. Please also note that you are paid for the hours that are clocked in and out in Therap. It is the staff's responsibility to ensure that their clock in/out are accurate. Staff should be checking their clock in/out in Therap daily & weekly and requesting changes to their supervisor ASAP. If changes are not made prior to payroll, this could cause discrepancies in pay. Staff should not be relying on supervisors cross referencing their shift logs with Therap.

**COVID-19 Protocols:** Three statements are included on the shift log for HCA's to initial every shift. The screening questions to ask yourself and the client are listed on the SAILS Washington Home Care COVID - 19 Screening Questions form. You should also be taking your temperature prior to starting every shift, wearing your mask throughout your shift, and washing your hands prior to starting and frequently throughout the day. If you do not have a mask or your mask is worn out, SAILS Washington has a stock of masks and PPE available for all employees, free of charge.

## SAILS Washington Home Care COVID – 19 Screening Questions:

### *Staff and Client Screening Questions:*

- 1 Do you have any of these symptoms that are not caused by another condition? Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion, nausea, vomiting, or diarrhea.
- 2 Within the past 14 days have you been in close contact with anyone that you know had COVID-19 or COVID-like symptoms?
- 3 Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 test?
- 4 Have you traveled outside of Washington State in the past 14 days?
- 5 Within the past 14 days, has another employer, public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- 6 Have you worked with a client at another agency, have a coworker at another agency or have someone close to you that has symptoms of COVID 19 or has had a positive test result?

\*\* If you have answered yes to any of these questions please return to your automobile contact your supervisor immediately. If your client answers yes to any of the questions above, contact your supervisor immediately.